



## MEMORANDUM

**To:** Mayor and City Council

**From:** Mindi Hurley, Director of Community Development

**Date:** November 14, 2017

**Reference:** Consider approval of an Ordinance for PD-291-H, to allow site modifications to support conversion of a residential structure to an office use located at 705 S. Coppell Road, and authorizing the Mayor to sign.

**2030:** **Business Prosperity**

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### Executive Summary:

This request is to allow site modifications to support the conversion of the existing 1,038 sq. ft. residential structure to an office use. This is the third conversion along this stretch of South Coppell Road.

### Analysis:

On October 10, 2017, the City Council, approved this amendment to Planned Development District for 705 S. Coppell Road. The conditions of approval have been incorporated into the Ordinance.

On September 14, 2017, the Planning and Zoning Commission recommended APPROVAL of PD-291-H, 705 S. Coppell Road subject to the following conditions:

1. There may be additional comments generated upon detailed engineering review.
2. A tree removal permit is required prior to the start of construction.
3. Minor plat is needed prior to permitting if the zoning is approved.

### Legal Review:

The city attorney reviewed this Ordinance

### Fiscal Impact:

None

### Recommendation:

The Planning Department recommends approval.

### Attachments:

1. Ordinance
2. Exhibit A – Legal Description
3. Exhibit B - Site Plan
4. Exhibit C - Landscape Plan
5. Exhibit D- Tree Survey
6. Exhibit E - Elevations